

## **WACO HOUSING AUTHORITY & AFFILIATES**

### **POSITION DESCRIPTION**

**TITLE:** Exercise/Group Fitness Leader -- Contract Position

**Summary:** The Exercise/Group Fitness Coordinator is a contract position. Waco Housing Authority will contract with a qualified exercise/group fitness leader(s) to lead senior chair exercises with a possibility of doing some regular adult and or child fitness programs.

#### **Duties of Exercise/Group Fitness Leader:**

The Exercise/Group Fitness Leader will lead senior “chair exercises” or other appropriate equivalent on Tuesdays, Wednesdays and Thursdays at 10:00 a.m. for two hours at the community centers at Kate Ross, Estella Maxey and South Terrace apartments. More opportunities to lead classes can be discussed between the leader and with Director of Community Services. There could also be opportunities to lead regular adult or children’s exercise groups.

The Director of Community Services and the Exercise Coordinator (s) will discuss days and times when services are needed and will enter into a contract that specifies dates, times and locations for the services to be provided. The contract will be for one year and can be renewed.

The Exercise Coordinator position pays \$15/hour. Each exercise session taught will be guaranteed at least two hours of pay.

#### **Qualifications and Knowledge**

The Group Fitness Coordinator should have certifications and/or experience in group exercise such as Dance, Line Dance, Zumba, Jazzercise, or Silver Sneakers.

The Exercise Coordinator should have excellent communication and community service skills and should value relationships with residents and the community. Cultural competence and sensitivity is required. The Coordinator should be able to have good communication skills with residents and WHA staff.

### **Supervision Given and Received /Complexity**

The employee is supervised and takes direction from the Director of Community Services. The employee has a close working relationship with the Services Coordinator/Social Worker who plans and leads activities with seniors and other groups. The employee plans their own exercise classes/fitness activities for the residents to take place during the designated contract time. The employee should have high energy and motivational skills.

### **Scope and Effect**

The employee's work takes place with public housing residents.

### **Personal Contacts**

The employee's contacts will be residents of public housing and other employees at Waco Housing Authority Community Services.

### **Physical Demands**

Work is performed at the Community Centers. Employee must be physically fit enough to lead group exercises for 1 hour, three times per week.

### **Complexity**

The employee must be able to plan and carry out group exercises three times per week.

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## **Supervision Given and Received Complexity**

This employee performs a variety of related activities that are of a sensitive nature. The employee usually identifies what needs to be done and determines how to accomplish it except when specific assignments are made. Problems and issues are relatively easy to identify but solutions may be difficult to implement. The employee must plan, prioritize and coordinate a variety of tasks and regularly make decisions regarding unusual circumstances or conflicting data. Decisions made by the employee involve other work units in the Authority.

## **Scope and Effect**

The employee's work primarily affects the Authority's youth, residents and other Authority departments.

## **Personal Contacts**

The employee's personal contacts are primarily with co-workers, residents, and community and government agencies. Such contacts are usually structured in nature, but require courtesy and good manners in dealing with persons from all social and ethnic status of society. The purpose of contacts is to obtain information about residents' problems, and guidance and assistance available from other entities to resolve those problems.

## **Physical Demands**

Work is performed both in office and at housing developments. The employee may sit comfortably to do the work, or may be exposed to extreme weather conditions.

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work may involve some walking, standing, bending, carrying of light items such as papers, books, ice chest, tables, chairs, files, etc. and driving an automobile.

**Work Environment**

Work involves the normal risks or discomforts associated with an office environment, as well as others involved in visiting residents' homes and interviewing outside community and government agency personnel.